

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
NOTEBOOK COMPUTER ACQUISITION AND UTILIZATION
POLICY AND PROCEDURE

A. Purpose The purpose of this policy is to provide guidelines for the acquisition and utilization of notebook computers at the Rhode Island Department of Transportation (RIDOT).

B. Policy

I. Introduction

The Director of the Rhode Island Department of Transportation is responsible for establishing policy and guidelines for the use of notebook computing equipment.

The Director has designated the IS Administrator as the individual to administer the assignment and distribution of notebook computing equipment as well as coordinating the overall program.

II. Conditions for Notebook Computer Equipment

All requests for notebook computers must be submitted by the Division Administrator and approved by the Director of RIDOT. The approved request is then forwarded to the IS Administrator for processing.

It is the policy that each employee can be allocated one (1) computer only; either a notebook computer or a desktop computer. In the case that a section requires a notebook for travel purposes, the notebook must be signed out by the IS Administrator and must be signed out for a specific period of time.

A. Equipment Accountability: In the case of portable notebook computers, the equipment must be secure and its whereabouts known at all times to the user and/or the IS Administrator. The computer should not be left in the assigned user's car when the vehicle is unattended or parked.

B. Equipment Ownership: All computing equipment issued by the RIDOT is owned by and is the property of the State of Rhode Island and shall be surrendered upon request.

C. Loss or Theft Notification Procedure: The user will notify the IS Administrator at 222-6935 x4470 of any problems/ repairs with their notebook computer. Loss or theft must be reported as soon as possible to both the Administrator of IS as well as the Capitol Police. In the event of a theft, a copy of the police report must

accompany a request for replacement. An incident report must be completed within one (1) week of loss or theft.

- D. Transferring Computing Equipment Within an Agency:** The equipment is for the sole use of the individual listed in the request signed by the Director of the RIDOT and cannot be given to any other individual or group for use without notification and reassignment by the IS Administrator. In all cases the user on record will be held responsible for the equipment. In the event of the transfer or re-assignment of the user to a different section, the unit supervisor must inform the IS Administrator no later than three (3) business days after the reassignment. If the notebook computer is for the specific use on a particular "project or program" then with the Director's approval the notebook may be reassigned to another individual within the section responsible for that project and/or program. If the user and/or Section will no longer require the use of the notebook, then it must be returned to the IS Administrator for reassignment.
- E. Employee Separation from State Service:** Upon leaving employment with the Department or transferring to a different position, the notebook computer must be returned to the IS Administrator.
- F. Equipment Purchases:** The purchasing of all computing equipment may only be done by the IS Administrator. Equipment obtained from other sources is prohibited and will not be paid for or maintained by RIDOT. Users are prohibited from contacting the State's computing equipment vendors. All requests regarding billing or ancillary equipment must be coordinated through the Office of the IS Administrator; **no exceptions.** The cost of any/all ancillary equipment not coordinated/approved by the Office of the IS Administrator will be at the sole cost and expense of the assigned user.



James R. Capaldi, P.E.
Director

cc: Mr. Pysz
Mr. Affleck
Ms. Pascale
Mr. Xenophontos



RIDOT POLICY

DATE: July 27, 2005

REFERENCE: Notebook Computing
Equipment

Policy Statement:

The purpose of this policy is to provide guidelines for the acquisition and utilization of computer notebook equipment at the Rhode Island Department of Transportation.

I direct that each and every DOT employee that is assigned or has a need to use a notebook computer take the time necessary to read the RIDOT Notebook Computer Acquisition and Utilization Policy and Procedure, so there is no question of what is expected of the assigned user.

James R. Capaldi, P.E.
Director of Transportation